

## **Clinical Experience Hour Policy**

It is the responsibility of the student to keep track of their Clinical Experience Hours and record them on the appropriate hour sheet. Once the hour sheet is completed, it must be signed by both the student and their ACI or CI. Completed hour sheets must be turned in to the ATEP Clinical Coordinator by 5pm on the Thursday of the following week. Students who turn in hours late will lose points from their Clinical Experience. The first time an hour sheet is turned in late, a verbal warning will be given to the student. The second time an hour sheet is turned in late and anytime thereafter, 15 points will be subtracted from the 500 total points possible for the Clinical Experience. Any points lost due to late hours, will be in addition to points lost due to not meeting the hour requirement. Turning in an hour sheet that is not signed by the student and/or their ACI/CI will be considered late as well.